



Enhancing Accountability

ADDENDUM NO. 1

TENDER NUMBER: OAG/OT/23/2023-2024 - TENDER NAME: SUPPLY, INSTALL, CONFIGURE, SUPPORT AND MAINTAIN HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

Reference is made to the above mentioned tender which was published on the Public Procurement Information Portal www.tenders.go.ke and on the Office of the Auditor-General's website www.oagkenya.go.ke on 20 February 2024. We wish to make the following clarifications:

S/No.	Section in the Tender Document	Requirement/Query	Clarification						
1.	Section III – Evaluation & Qualification Criteria	Technical Evaluation Criteria 2b: Firms Qualifications and Experience Evaluation	<div>Amended to read:</div> <div>2b: Firms Qualifications and Experience Evaluation</div> <table><tr><th>No.</th><th>Item Description</th><th>Max. Score</th></tr><tr><td>i.</td><td>Specific experience of the Tenderer Provide contract implementation evidence with public institutions of similar magnitude and/or support services with similar functionalities which must be within the last 5 (Five) years. Provide/attach the contract /LSO/LPO for each institution listed above. (1 mark per contract x5=5 marks)</td><td>5</td></tr></table>	No.	Item Description	Max. Score	i.	Specific experience of the Tenderer Provide contract implementation evidence with public institutions of similar magnitude and/or support services with similar functionalities which must be within the last 5 (Five) years. Provide/attach the contract /LSO/LPO for each institution listed above. (1 mark per contract x5=5 marks)	5
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				NB: Reference checks will be carried out and the references must be contactable. Non-adherence to this will nullify the reference.	
			ii.	<p>Adequacy and quality of the proposed methodology, and work plan in responding to the Procuring Entity's Requirement:</p> <p>Supply, install, configure and support and maintain Human Resources Information System (HRIS)System:</p> <p>a) Technical approach and methodology (12 marks)</p> <p>Implementation methodology, support & Maintenance Structure, Service Level Agreement, Documentation &Reporting</p> <p>b) Work plan (4 marks) Allocated Resources, Project Scope Vs Timelines, Presentation (Gantt Charts etc.)</p> <p>c)Organization and staffing (4 marks) Establishing (Representative Organogram, Functions), Help Desk and Support Escalation), Turnover of 50 Million and above in the last 3 Years, Liquidity/Current ratio of 2:1</p>	20
			iii.	KEY STAFF QUALIFICATIONS AND EXPERIENCE Requirements of the Tenderer's Technical Team for the Project	20
				TEAM LEADER	

					Attach detailed Certified CV by Commissioner of oath (3 marks)	
					Academic Qualification (Attach certified copies of Certificates by Commissioner of oath) i)Master degree in ICT or related field. (8 marks) ii)Bachelor's Degree in ICT or related field. (7 marks)	
					Professional qualification (Attach certified copies of Certificates by Commissioner of oath) i)PMP Certification OR similar certification. (2 marks) ii)Other certification in the related field e.g. CISA, SQL etc. (1 marks) Experience	
					Work Experience iii)7 years' experience or more in development, implementation and support of HRIS systems (4 marks) . iv)5-7 years in development, implementation &support of HRIS systems. (3 marks) v)Below 5 years in development, implementation &support of HRIS systems. (1 marks) vi)Below 1 year. (0 marks)	
				iv.	2(TWO)TECHNICAL PERSONNEL	20
					Attach CV's (1x2 marks=2mark Academic Qualification-Attach copies of Certificates by Commissioner of oath. i)Degree in ICT or related field ICT/or related field (1marksx2=2	

				<p>ii)Diploma ICT or related field ICT/or related field(0.5 marksx2=1 marks)</p> <p>Professional qualification (Attach copies of Certificates by Commissioner of oath. i)PMP Certification OR similar certification. (1marksx2=2) ii)Other certification in the related field e.g. CISA, SQL etc. (0.5 marksx2=1)</p> <p>Work Experience i)5 years' experience or more in development, implementation and support of HRIS systems (2 marksx2=4). ii)3-5 years in development, implementation &support of HRIS systems. (1marksx2marks=2marks) iii)Below 3 years in development, implementation &support of HRIS systems. (1 marks) vi)Below 1 year. (0 marks)</p>	
			v.	2(TWO)FUNCTIONAL AND SUPPORT PERSONNEL	20
				<p>Attach CV's (1x2 marks=2mark</p> <p>Academic Qualification-Attach Attach copies of Certificates by Commissioner of oath. i)Degree in ICT/Finance or related field or related field (1marksx2=2 marks) ii)Diploma ICT/Finance or related field (0.5 marksx2=1 marks)</p> <p>Professional qualification (Attach copies of Certificates by Commissioner of oath.)</p>	

				<p>i)PMP Certification OR similar certification. (1marksx2=2) ii)Other certification in the related field e.g. CISA, SQL etc. (0.5 marksx2=1)</p>	
				<p>Work Experience i)5 years' experience or more in development, implementation and support of HRIS systems (2 marksx2=4). ii)3-5 years in development, implementation &support of HRIS systems. (1marksx2marks=2marks) iii)Below 3 years in development, implementation &support of HRIS systems. (1 marks) vi)Below 1 year. (0 marks)</p>	
			V	TRAINING AND KNOWLEDGE TRANSFER	15
				<p>i)Relevance of training program and certification of ToTs. (5 marks) ii)Training approach and methodology (5 marks) iii)Qualifications of experts and trainers (5 mark)</p>	
				TOTAL POINTS	100
				PASSMARK	80
2.	SECTION II - TENDER DATA SHEET (TDS) ITT 4.1	If Joint Ventures allowed in this tender	Joint Ventures not allowed in this tender		

3.	SECTION 5 - SPECIFICATIONS	How many years of maintenance & service support is required	<p>3 Years Billed and paid for annually.</p> <p>Note.</p> <p>The total bid price should include the total cost of the three years maintenance cost. The cost should be broken down into yearly cost</p> <p>Year 1 Maintenance -----xxx</p> <p>Year 2 Maintenance -----xxx</p> <p>Year 3 Maintenance -----<u>xxx</u></p> <p>Total 3-year amount-----xxx (to be included in bid price)</p>
4.	Tender Closing/opening date	Tender Closing/opening date 1 March 2024 Time 11 a.m.	<p>Changed to:</p> <p>Closing/Opening date 5 March 2024 Time 11a.m.</p> <p>Venue is Anniversary Towers 9th Floor Classroom.</p>

All other terms and conditions remain unchanged.

Deputy Auditor-General - Corporate Services
For: The Auditor-General.

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